

ANNUAL FERMILAB SCIENTIST EVALUATION 2001

NAME _____ ID# _____ DIV/SEC _____

JOB
CLASSIFICATION _____ GROUP _____

SUPERVISOR _____

MENTOR _____

DEPARTMENT _____

DEPARTMENT HEAD _____

The purpose of this Evaluation is to develop an appraisal of the scientist's accomplishments, progress, and aspirations. Written comments by the scientist and supervisor in broad categories suggested in this document shall form the basis for a discussion between the two. The discussion is an essential component of the review, and should provide a forum for an open and frank interchange regarding the scientist's work, project assignments, position, and future prospects.

Signatures of the parties to this evaluation attest to the fact that each has read and discussed the full document.

SCIENTIST	_____	_____
	SIGNATURE	DATE

SUPERVISOR	_____	_____
	SIGNATURE	DATE

MENTOR	_____	_____
	SIGNATURE	DATE

DEPARTMENT HEAD	_____	_____
	SIGNATURE	DATE

DIV/SEC HEAD	_____	_____
	SIGNATURE	DATE

Sections **A - E** should be addressed by the scientist. Section **F** should be completed by the supervisor (and mentor - Section H, if applicable). Attach additional pages if desired.

A. SCIENTIFIC ACCOMPLISHMENTS

Describe your contributions to physics here. Examples are your efforts in data analysis, physics proposals, physics talks and presentations, papers published, awards and fellowships.

B. TECHNICAL ACHIEVEMENTS

Describe the technical aspects of your work. Subjects include design and development of detectors and electronics, accelerator technology, computing techniques, ES&H documentation, procedures.

C. MANAGEMENT

Discuss your involvement in organizational and management matters. Topics include project design, scheduling, budgets, supervision of others.

D. OTHER ACTIVITIES

Describe any activities not included above, such as committee work, professional organizations, and teaching.

E. ISSUES AND PLANS

Describe your plans for the coming year and what you expect to accomplish in your work. You may include comments on your assignments, position and promotion.

F. SUPERVISOR'S EVALUATION

Give a critical and concise appraisal of the scientist's work. Include an evaluation of the individual's ability to meet your expectations. Describe the goals to be met during the coming year.

G. DEPARTMENT HEAD'S COMMENTS

H. MENTOR'S COMMENTS (OPTIONAL)